

Job Information

Job title	Recreation Clerk	Job Code: CLKREC	Pay Grade: F
Title of immediate supervisor	Administrative Supervisor		
Department/Division	Parks & Recreation / Recreation		
Prepared by	N. Pallan		
Date Created	Feb 10, 2015	Revised date	Jan 25, 2016
Dept Head Signature		Date	

Job Purpose

Performs administrative and clerical work, which includes coordinating facility rental bookings, basic accounting, inventory control and a variety of production assignments. Communicates with the public and with staff.

Duties and Responsibilities- All Sections

- Produces forms, letters, brochures, reports, flyers, newsletters and other material.
- Correlates and delivers the message on hold recordings.
- Prepares all correspondence relating to facility bookings, inventory or marketing.
- Answers telephone and counter enquiries providing information on programs, rentals, services, merchandise and other general enquiries.
- Maintains communication with suppliers,
- Performs registrations, entry of programming data and processes all related paperwork.
- Receives and records all required payments, issues contracts, processes credits and refunds.
- Maintains accurate statistics, filing and reports.
- Receives, records and balances daily deposits and prepares floats.
- Assists the Administrative Supervisor with clerical and administrative tasks.
- Performs other related duties as required.

Facility Bookings

- Schedules all facility bookings.
- Maintains facility log book and communicates booking details, to both staff and public

Merchandise

- Maintains communication with suppliers, receives, purchases, displays and returns merchandise for pro shop.
- Maintains inventory control and all related procedures using manual or computerized inventory system.
- Programs point of sale machine.

Marketing Production

- Maintains and updates web pages, social media sites and promotional signs.
- Designs and produces a variety of marketing materials, signs, notices etc.
- Liaises with various staff or external agencies in relation to production of publications.

Qualifications

- Grade 12, or equivalent including up to one year post-secondary in office administration, basic accounting and graphic design.
- One year of office experience, including working in a customer service capacity.
- An equivalent combination of education and experience may be considered.
- Keyboarding speed of 45 wpm.
- Satisfactory Police Information Check.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and interacts with the general public.